PERSONNEL ISSUES & YOU

UPPS Newsletter 2011-1

Feb 2011

Message from the Director

HELLO....2011!!! This year is going to prove to be very busy! Over the next couple of months we'll be sending out a significant amount of information in order to prepare for KHRIS go-live. I encourage you to continue to keep the lines of communication open so that we can ensure a successful transition to **OUR NEW** system………39 days and counting!

As always, please do not hesitate to contact me if you have any questions or concerns!

Thank you!

Mary Elizabeth Harrod

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<u>Form/Process Dissemination:</u>
We are diligently working on the following forms/processes for dissemination in early March. Please note that this list is not all inclusive:

<u>Processes</u>
Reciprocal state exemption
Military Leave hours conversion at go-live
FMLA hours conversion at go-live
Workers Compensation Adjustments
Check Reversals/Duplicate Checks
EFT Refunds
Board Orders
Adjustments due to SAS 27
LIT Refunds
Retro actions for personnel actions (UPPS & KHRIS)
Off Cycle Payroll

<u>Forms</u>
Personnel Action Request
Personnel Action Exemption
New PA/OM Forms Manual

<u>Cutover</u>
**See next page for February and March calendars.*

Should you have any questions about the above mentioned processes, forms or cutover dates, please let us know.

February 2011

UPPS Cutover to KHRIS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Moratorium in effect for both Admin & Exec reorgs until 7/16, except for those not ratified in the 2011 Legislative Session.		1	2	3	4	5
6	7	8	9 -Last day to submit *new* work schedules.	10	11	12
13	14	15	16 Moratorium on all shift requests begins today thru 5/16	17	18 -"Reports to/Time Approvers" spreadsheets due.	19
20	21	22	23	24	25 -Increment Listings will be sent to agencies for review. (Due back 3/10)	26
27	28 -All non-merit packets with effective dates prior to 3/15 must be rec'd by COB.	*28 continued…* -2010 Perf Evals & 2011 Perf Plans must be entered into CICS.	*28 continued…* -Final date to submit changes/additions to role mapping spreadsheet.			

March 2011

UPPS Cutover to KHRIS

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Moratorium in effect for both Admin & Exec reorgs until 7/16, except for those not ratified in the 2011 Legislative Session.		1 Registers with expiration dates of 3/1—4/15 will be given an automatic extension to 4/30	2	3 -Last day to submit changes to workflow approvers spreadsheet.	4 -Last day to submit changes to *existing* work schedules.	5
6 -Last day to express any personnel action with effective date b/w 3/1-3/15.	7 -UPPS Lockdown Begins, view only.	8	9 -Increment Listings due (will be processed w/ nightly update).	10	11	12
13	14 -Last day CICS Master File Changes can be made that will convert over to KHRIS	15 -Suspension dates must be prior to 3/15 (or after 4/1) *refer to Memo: Disciplinary Actions bullets	16 Moratorium on (classified and unclassified) establishments/revisions begins today thru 5/16 Freeze on all actions in effect from 3/16—3/31	17	18 -4PM, Regular Payroll run for 3/1-3/15 -Pre-filled timesheets will be sent to agencies (Due back 3/25).	19
20	21	22 -4PM, Supplemental Payroll run for 3/1-3/15, then Payroll Lockdown begins	23	24	25 - Completed timesheets (sent on 3/18) are due.	26
Freeze on all actions continues through 3/31						
27	28 -Last day agencies will receive registers. Certifications will resume 4/18.	29	30	31		
Freeze on all actions continues through 3/31						

Breastfeeding at Work – Additional Information:
As previously discussed in the April 2010 newsletter, the Fair Labor Standards Act requires employers to provide "reasonable break time" for an employee to express breast milk for her nursing child for 1 year after the child's birth. Employers are also required to provide "a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk."

We have received a variety of questions on these topics, and have also received some clarification from the U.S. DOL in the meantime. As it relates to the locations that an employer must provide, it is acknowledged that each state office building is situated differently, with unique space limitations, varying sizes of employees, and ability to meet certain demands. Therefore, it is up to each Cabinet/Agency to ensure that the location is functional as a space for expressing breast milk. The location may be temporarily created or converted into a space for expressing milk, or only made available when needed by a nursing mother, providing the space is shielded from view and free from any intrusion.

As indicated, employees are permitted reasonable break time in which to express milk. This is in addition to the regular breaks state employees are routinely provided. State employees do not have to utilize leave for these breaks. The length and time of these breaks may vary upon employee, and most likely will depend upon the age of the nursing child.

Please feel free to contact Marlene Goodlett, State Breastfeeding Promotion Coordinator, Cabinet for Health and Family Services, at 502-564-3827 ext. 3612 or marlene.goodlett@ky.gov or Dinah Bevington, General Counsel, Personnel Cabinet, at 502-564-7430 if you have any questions.

Summer Employment/Wage Equity:
Due to the budget constraints, state agencies will not be hiring summer employees this year, nor will we be implementing Wage Equity.

Sick Leave Sharing Program Change:
The 2010 regular session of the Kentucky General Assembly brought about some pertinent changes to the Sick Leave Sharing Program.

With the passage of House Bill 179, KRS 18A.197 was amended to permit an advanced practice registered nurse (APRN) to certify an employee's need for sick leave in order to receive donated leave under the Sick Leave Sharing Program. This certification can continue to be provided by a licensed practicing physician as well.

The Sick Leave Sharing Application is being revised at this time and will be posted at a later date.

Should you have any questions or need additional information please contact Donna Shelton at (502) 564-0348 or Donna.Shelton@ky.gov.

AFSCME Deductions:
I would like to thank everyone for their patience in preparing for the first dues deductions for AFSCME, which took place on 01/30/11. As a reminder, future deduction cards will come from AFSCME or the employee. These cards should be maintained in the employee's personnel file. Any requests for cancellation should be e-mailed to Charles Wells for routing to AFSCME, and should include the employee's name and position number.

If you have any questions, please contact Stephanie Carpenter at StephanieL.Carpenter@ky.gov or (502) 564-6616.

Changes to the Voluntary Optional Insurance Program:
Although the participation of employee groups/organizations with payroll deduction is nothing new, the recent increase in their activity has prompted us to rename the Voluntary Optional Insurance Program to the Payroll Deduction Program. Although this name change has no real effect on the program process, we have made a few updates to some of the processes and documents as well as created two new documents for standardization purposes. Main updates are listed below, but use this link: http://personnel.ky.gov/persadmin/info/pdi.htm to access all of our information/documents on this program.

(continued on next page…)

Payroll Deduction Agreement Section III (5)-

- Added:
  - Signed Employee Authorization for Payroll Deduction slips must be returned to the HR Administrator within sixty (60) days of being signed or otherwise will be returned to company unprocessed.
  - Upon receipt of a signed Employee Authorization for Payroll Deduction slip, the HR Administrator will confirm with the employee that the authorization is valid prior to processing. New form, Agency Confirmation of Employee Authorization for Payroll Deduction, has been added to State Agency tab under Payroll Deduction Program Information page, for your use.

Process Overview-

- Changed:
  - Document name to Payroll Deduction Program Overview.
  - Section, "How can I get set-up? (2)" – noted that employee organization applications to participate in payroll deduction program would now be reviewed by the Personnel Cabinet's Office of Legal Services.
- Added:
  - Upon receipt of a signed Employee Authorization for Payroll Deduction slip, the HR Administrator will confirm with the employee that the authorization is valid prior to processing. Described above. New form, Agency Confirmation of Employee Authorization for Payroll

Web page- Payroll Deduction Program/for Employees-

- Added:
  - Section for "Need to Cancel?" Provided a standard form, Employee Request for Cancellation of Payroll Deduction, to be used when an employee wishes to cancel coverage/membership with a company/organization. Also added- NOTE: Although requests for cancellation are accepted and processed by the agency immediately, it is the employee's responsibility to notify the company of their cancellation. Notice to the company will not be sent by the agency nor will the agency assume any responsibility for any contractual agreement made between an employee and a company.
  - Section and link for Employee Organizations approved for payroll deduction.

Web page- Payroll deduction Program /for State Agencies-

- Added the step of and form for confirming employee authorization for payroll deduction.

Other-

- All documents and related web pages have been updated to better reflect employee groups/organizations being included in this program.

If you have any questions, please contact Stephanie Carpenter at StephanieL.Carpenter@ky.gov or (502) 564-6616.

Personnel Administration

Chapter 5: Disciplinary Letters and Checklists:

Revisions have been made to many of the documents contained in the Procedures Manual for Personnel and Position Actions/ Chapter 5: Checklist of Items Relating to Disciplinary Actions and Examples of Disciplinary Action Letters. Those changes are listed below.

- Renumbering of forms/documents/letters
- Removal of Suspension/Dismissal-Employee Serving Initial Probation
- Example Letter #2-Dismissal/Status Employee: removed KEAP statement
- Suspension-Status Employee Checklist: added question under [Other]- "Are there additional concerns regarding safety or the worksite protection of property that should be addressed?"
- Special Leave with Pay Pending Investigation Checklist- #3 added signature requirement from Personnel Cabinet Secretary and Office of Legal Services

In addition to these changes and because of the need to replace the Procedures Manual for Personnel and Position Actions with the implementation of KHRIS, we have decided to pull this essential and frequently used chapter from the manual and make it its own document/guide. It can still be found on our website under HR Administration/Personnel Administration with the new title "Disciplinary Actions Guide: Checklists and Example Letters".

Performance Management:
Performance management is the systematic process by which an agency involves its employees, as individuals and members of a team, while improving organizational effectiveness in the accomplishment of agency mission and goals.

Performance management is much more than an annual paperwork exercise. If you look beyond the forms and signatures to the underlying process, you'll see that performance management is a fundamental tool used by supervisors in organizations in order to get the work done and develop employees.

For additional information and customizable tools for Performance Management and the Employee Performance Evaluation System, visit http://personnel.ky.gov/gsc/perfmgmt/.

> **REMINDER:**
> To ensure the information loaded in CICS will convert into KHRIS, all **2010 Performance Evaluation year-end scores and the 2011 Performance Plans** must be entered no later than **Monday February 28, 2011.**
> Should you require further information regarding this matter, please contact Performance Management Program Administrators:
>
> Dawn Redmon at DawnL.Redmon@ky.gov or 502-564-7386, or
> Stan Riley at Stan.Riley@ky.gov or 502-564-6811.

Evaluation Requirement for Detail to Special Duty to Non-Merit Position:
Employees who are detailed to special duty to a non-merit position during a performance year should **NOT** be evaluated for that performance period unless **BOTH** required interim reviews were conducted prior to the detail to special duty. When this situation occurs, the supervisor must evaluate the employee's performance prior to the detail to a non-merit position. The evaluation will serve as the annual evaluation and any annual leave earned as a result of the evaluation shall be awarded on the same date as all other eligible employees (April 30th).

Evaluation/Suspension Report:
In an attempt to continually promote a one-employer concept across Kentucky State Government by creating standard procedures for all human resource related functions and establishing common practices that govern hiring, promotions/transfers, exits, etc., the Division of Employee Management's Performance Management Program will begin distributing a monthly report in February 2011 of those employees that have been placed on suspension. Documentation of these disciplinary actions will be required to be included on each of the Interim reviews.
The Performance Management Program Administrators will do the following:

- distribute a listing of suspended employees to Employee Performance Evaluation Liaisons/Human Resource Administrators monthly
- forward a reminder to Performance Evaluation Liaisons to ensure documentation of employee suspension is included in or attached to the 1st Interim documentation
- request copies of 1st Interim meeting and supporting performance documents to audit documentation of suspension for those employees showing as suspended in the months January-May. This request would occur in June of the performance year with a deadline of June 30
- report audit findings to DEM Director, Personnel Administration Branch Manager and agency Performance Evaluation Liaisons/Human Resource Administrators in the month of July
- forward a reminder to Performance Evaluation Liaisons to ensure documentation of employee suspension is included in or attached to the 2nd Interim documentation
- request copies of 2nd Interim meeting and supporting performance documents to audit documentation of suspension for those employees showing as suspended in the months June-September. This request would occur in October of the performance year with a deadline of October 31
- report audit findings to DEM Director, Personnel Administration Branch Manager and agency Performance Evaluation Liaisons/Human Resource Administrators in the month of November

Should you require further information regarding this matter, please do not hesitate to contact Stan or Dawn, Performance Management Program Consultants.

Payroll

New Employee:

We are very happy to announce that Debbie Sutherland has joined the Payroll Branch as a Personnel program Consultant! Debbie comes to us from Unified Prosecutorial Systems with over six years of Payroll experience. She can be reached at (502) 564-6711 or DebbieL.Sutherland@ky.gov.

2010 Healthcare Reform and State Income Tax on Premiums: Updated Information

Previously, information was sent by Personnel Cabinet, DEI and from this office regarding the Kentucky Department of Revenue's (DOR) position on the tax liability of employee-paid group health insurance premiums for adult child dependents who did not meet the IRS Section 152 definition of "qualifying child" or "qualifying relative."

Since that information was distributed, the Department of Revenue has released its March 2011 Withholding ReveNews newsletter (located here if you cannot connect using the hyperlink: http://www.revenue.ky.gov/NR/rdonlyres/3CB065A9-961B-4F39-93FB-B1786BB6D51A/0/March2011WithholdingReveNews.pdf) which includes further clarification on the issue not reflected in our initial correspondences.

According to this DOR newsletter, the employee-paid group health insurance premiums for adult child dependents who did not meet the IRS Section 152 definition of "qualifying child" or "qualifying relative" are only taxable if the addition of that adult child increased the cost of the premium. It would thereby follow that if the premium covered other dependents who met the IRS definition of "qualifying child" or "qualifying relative" , the addition of the adult child dependent would not increase the cost of the premium and therefore the premium would not be subject to state income tax. Therefore, only those employees whose only dependent(s) on a parent plus or family plan is an adult child who does not meet the IRS definition of "qualifying child" or "qualifying relative" would be affected. This clarification reduces the number of members whose premiums are affected, but agencies are still dependent upon the employee/member to identify him or her as affected by this taxation. Below is an excerpt from the DOR publication:

> **2010 HEALTHCARE REFORM**
>
> The tax provisions in the Patient Protection and Affordable Care Act of 2010 and amending Health Care and Education Reconciliation Act of 2010 were not adopted by Kentucky. Kentucky is still under the Internal Revenue Code in effect as of 12/31/2006 (KRS 141.010(3)). Legislative action by the Kentucky General Assembly would be required for a Code update. Employers should treat the premium amounts paid for those adult children who now qualify under the new federal law as being paid with post-tax dollars for Kentucky income tax purposes.
>
> **Does this affect everyone?**
>
> No. If the employee already had a family or parent plus healthcare plan and adding the adult child did not increase the cost then there is no adjustment to be made. ******The cost of the healthcare plan will not be prorated between the children.*
>
> **Who will this affect?**
>
> If the employee did not have a family or parent plus healthcare plan and the employee chose a family or parent plus healthcare plan to cover an adult child who didn't qualify to be covered on the plan until the 2010 healthcare reform then the adjustment does need to be made. The increased cost of the healthcare plan must be paid with post-tax dollars at the state level. The adjustment is equal to the increased cost of the healthcare plan.
>
> **Is the adjustment shown on the W-2 Form?**
>
> Yes. The employer can show the adjustment for the adult child health insurance in Box 14 "Other" for the employee to use when filing their Kentucky Individual Income Tax Return. Also, the federal wages in box 1 will be lower than the state wages in box 16 because of the adjustment.
>
> The payroll system cannot split the premium to treat premiums as partially taxable and partially nontaxable, so the full amount of affected premiums will be reported as state income taxable.
>
> If any employees have come to you to identify their premiums as affected by this issue, please verify with them whether or not they have other dependents on their plan who meet the IRS definition of "qualifying child" or "qualifying relative." If so, their premiums may remain fully pre-tax. If the adult child dependent who does not meet the IRS definition of "qualifying child" is the only child dependent on the plan, then the premium is subject to state tax and they do need to be set up under the new deduction 17 as previously described.
>
> Legislation is currently under consideration that would make these premiums pretax for state income tax. If that legislation should pass, we will provide revised instructions.

If there are any questions regarding this issue, please contact the payroll branch.

Organizational Management

System Application Security:
Security has posted the NEW policies and procedures along with the corresponding forms under Org Management (Security) on Personnel Cabinet's website. Go to HR Administrators and then select Systems Application Security – Related Forms under Org Management (Security) or you can type in the address http://personnel.ky.gov/persadmin/info/SystemsSecurityForms.htm. Please begin using these forms immediately. If you have any questions about how to complete the forms, please contact Mark Thompson or Shannan Goodrich @ 502-564-6464.

Organizational Management (OM) Terms:
Listed below are OM terms that have been frequently asked by participants in KHRIS training. Please keep these in an easy to find place:

- **Cost Center** = an organizational unit within a controlling area that represents a defined location of cost incurrence. At the Commonwealth of Kentucky, the cost center will represent the location of a selected position/employee.

- **Accounting Template (Internal Order Number)** = SAP Internal Order Number extracted from eMARS; used to charge employee time.

- **WBS Element** = SAP Work Breakdown Structure (WBS) used to represent the default Unit, Location and Activity account code elements belonging to an employee.

- **Functional Area** = Where the Personal Service Contract number and name are stored in KHRIS.

Security Requests:
Effective March 1, 2011, any Legacy Security requests that are submitted requiring additional information (forms filled out incorrectly or not providing enough information) will be denied and the Incident (ticket) will be closed. The Designated Security Contact(s) will receive an email stating why the request has been denied. Once corrected, the Designated Security Contact(s) will need to re-submit the request and it will be assigned a new Incident (ticket) number.

Reminder: If an employee leaves an agency (whether termination, retire or transfer), please submit the appropriate forms to delete/deactivate their access to the appropriate application security system(s) as soon as possible. If you have any questions, please contact Mark Thompson at Mark.Thompson@ky.gov or 502/564-6865 or Shannan Goodrich at ShannaL.Goodrich@ky.gov or 502/564-6672.

Career Opportunities

Adding positions to existing Immediate Fill certified registers:
Effective now, you may request to add position numbers to existing certified registers for Immediate Fill titles. This allowance may help expedite the hiring process for titles and counties where candidate pools are very large. A specific example is for Family Support Specialist I in Fayette County, where it is not unusual to have 10 or more open registers at any one time. E-mail Sharen.Fogle@ky.gov to request the addition. Include the req number and full position number in the e-mail.

Req Attachments - Two items of note:

- Agency Level 1, 2, and 3 e-link user types have the ability to e-link a req and include the attached certified register report. However, the attachment is not accessible to non-system users. So, if you're trying to electronically pass the certified register report to a hiring manager who is not a COS user, you will need to e-mail it.
- You may encounter sporadic issues where Internet Explorer freezes when you try to open the certified register report. It appears an upgrade to Adobe Reader X eliminates the problem.

COS Training:
Agency Level I and 2 user training is normally offered quarterly. This formal classroom instruction has been suspended. Alternatively, we will be glad to explore personalized options with you for individual or small group training needs. E-mail Amy.Ireland@ky.gov for assistance. In addition, you can access the on-line training manual and glossary by clicking here.

Important reminders:
Please pass to your co-workers and those you support in the field.

- It remains a very bad idea to complete an employment application for someone else. If you are inclined to disregard this guidance, it is recommended that you contact your agency's legal counsel to discuss the liabilities you may be creating for yourself and your agency. A good place to start the conversation is with the disclaimer that appears at the bottom of the electronic application.
- *Simultaneous* measures are required for register actions. Please do not prematurely enter a merit appointment or promotion action in CICS. Wait until you are ready to update the COS status to "Appoint." Cooperation in this matter will aid in timely review and approval of register actions.

Governmental Services Center

Training Available through the Governmental Services Center (GSC):
Training is a critical part of employee development, providing managers and staff members with the knowledge and skills they need for high performance. GSC offers a full range of training solutions - from our catalog of core courses to the development of original, fully customized programs. To ensure your training is effective and provides value to both the individual participants and the organization, many resources are available.

- Did you know GSC offers tutorials for Microsoft Office 2007?
- Did you know GSC offers resources to help you learn Spanish ?
- Did you know GSC offers short, 3-7 minute videos on a variety of development topics?
- Did you know GSC offers a monthly publication called The GSC Advantange, with information on customer service, business writing and much more?

If you haven't checked out GSC's website lately, **Y**ou **D**on't **K**now what you're missing!
Please share these Human Resource development opportunities with your employees!